

SECRET

Rec Mgt. 1-4-1  
Reports, etc

RMS

Chief, Management Staff

7 February 1958

Chief, Records Management Staff

Records Management Program Accomplishments, January - December 1957

1. The attached report on records management activity during 1957 shows tangible savings of \$929,026. In addition, the Program produced a significant number of improvements on which no monetary value was computed.

2. I am particularly pleased that Operating Officials, Area Records Officers and other line personnel contributed significantly to these accomplishments. For example, \$308,588 of these savings were the direct result of Area Records Officers and the people of their offices applying Records Control Schedules to the destruction of 5,772 cubic feet of records in their areas. Further evidence of increased interest in records management at the line level was the attendance of nine Area Records Officers at the American University Institute on Records Management.

3. I would like to point out too, that not only has the Program progressed in the Agency but also the development of Records Management Staff personnel has been advanced. Despite a decrease in the size of the staff from 21 to 20 members and a general increase in records management activity, Staff members devoted 7.3% of available time to Office of Training approved courses.

[Redacted]

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Attachments:

Part I - Significant Developments and Trends

Part II - Detailed Summary of Records Management Staff Activity

Computation of 1957 Savings

\$ 3,750 - Dictaphone label  
10,000 - NCR salvage  
5,000 - BR Shelf File  
34,588 - Review of filing requests

308,588 Line level destructions  
567,100 RC receipts

\$ 929,026

Mgt/S/RMS

[Redacted]

:fjm (7 Feb 58)

2/1/58